

SAI Frequently Asked Questions and Answers

Q: What is Simplified Acquisition Interface (SAI)?

A: Effective October 2004, orders greater than \$2,501 are required to be captured into the Departmental Contract Information System (DCIS). SAI stands for Simplified Acquisition Interface. Basically, SAI is a simpler way to enter data into DCIS. And is intended for Blanket Purchase Agreements (BPAs); Records of Call orders against BPAs greater than \$2,501 and up to the MOL; Professional Service Orders between \$2,501 and \$3,000; Reprint Orders between \$2,501 and \$10,000; and for those purchasing agents in the centralized/decentralized ordering offices issuing Purchase Orders between \$2,501 and \$25,000.

Q: How long will I be able to use SAI?

A: Not 100% sure at this point. Because the New Business System (NBS) is now delayed until January 2007, SAI will probably be required for data entry for FY 06 as well.

Q: Does SAI replace ADB or Delpro?

A: No, SAI is used to supplement this system. Orders to be reported in SAI will be downloaded from the ADB daily and you could record the order in SAI the next day.

Q: Will there be training on the SAI?

A: No. The training was completed in July, 2005.

Q: How do I find out more about the SAI?

A: All the forms and instructions are posted on <http://www.olao.od.nih.gov/>. Open "acquisition" and then "guides, policy & procedures" and then "DCIS SAI".

Q: Who do I contact in my IC with questions relating to SAI?

A: Each IC has a point of contact (POC). They are posted on the OLAO web site. They should be given first opportunity to answer your questions. If the issue can't be resolved with the POC, contact the Acquisition Services and Review Branch help desk @ 301-496-0400.

Q: When can I begin entering my orders into SAI?

A: You will not be entering your orders into SAI for FY05. SAI development will be completed by 15 August. However, the Division of Acquisition Programs, Acquisition Services and Review Branch, will enter all the IC's orders for FY05. Contact your POC for more details on this process. For your FY05 orders, you will need to complete the BPA Call Worksheets and/or the <\$25,000 PO Worksheets for your orders since October 1, 2004 and return these to your POC by August 15, 2005.

Q: What is done with Cancelled Orders?

A: If you cancel an order \$2,501 and above that would be entered into SAI,

you will need to notify Peace Technology, Inc. at the following email: saihelp@peacetech.com. Give them the cancelled order number and ask them to remove the order from SAI.

Q: Does the Delpro Ordering Official have to report RQMs (Market Requisitions)?

A: No. The Purchasing Agent in the centralized/decentralized ordering offices will enter these orders into SAI.

Q: Which SAI worksheet/screen do I use to enter Record of Call orders against BPAs between \$2,501 and up to the MOL?

A: Use the BPA Call

Q: Which SAI worksheet/screen do I use to enter Professional Service Orders between \$2,501 and \$3,000?

A: Use the <\$25,000 PO.

Q: Which SAI worksheet/screen do I use to enter Reprint Orders between \$2,501 and \$10,000?

A: Use the <\$25,000 PO.

Q: How do I know what to fill in on the BPA Call and on the <\$25,000 PO worksheet/screen?

A: Use the BPA Call Required Fields and PO under Required Fields information posted on the OLAO website.

Q: How do I find the Product or Service code that is required on the BPA Call worksheet/screen?

A: You will find a listing of the Product or Service codes on the OLAO website.

Q: Do I need to report credit card orders to SAI?

A: No

Q: If my SAI are IN PROCESS does that mean that it has been done?

A: No. The status must be Final to indicate that the data is on DCIS and the record is complete.

Important SAI TIPS

1) **DO NOT** use browser Back button. If done, Close your browser window and reenter the application to continue your work.

2) If you have BPA Call worksheets that ask for the following information under "Competition": "Type Set-Aside (10N)", it is not necessary for you to fill in this information. The requirement for this information has been

removed from the BPA Call worksheet.

3) Contact Annette Romanesk, Acquisition Services and Review Branch, 301-435-3932, when you change institutes or plan to leave NIH.